



The City of Arlington, Texas

Workforce Services Manager – Employee Services

Benefits and Compensation

The City of Arlington Workforce Services Department (WFS) is seeking an innovative leader to manage compensation, benefits and HRIS functions. Reporting to the Director of Workforce Services, this position supervises a team of 7 employees and contracted staff in implementing and supporting compensation, benefit plans, wellness programming and HRIS support to over 2,600 employees and retirees. The ideal candidate will possess a combination of education and experience in financial and technical benefit program management, compensation structures linked to classifications as well as performance, HRIS reporting and implementation of online enrollment systems, and the supervision and development of the benefits and compensation staff.

Experience in all aspects of bidding, selecting, and managing vendors and administrators providing self insured and fully insured benefits including health, dental, life, disability, voluntary benefits, 401K, 401A, 457 and pension programs is required. Additional experience managing vendors providing pre-employment physicals, drug and alcohol testing, and other contracted services. The Ideal candidate will have demonstrated expertise in the development of materials and programs that market and communicate plans to employees and retirees, including managing both manual and on-line open enrollments. Excellent writing, presentation and communication skills are required to work with employees at all levels of the organization, elected officials and regulatory agencies.

Responsibilities include management of the HRIS in support of the necessary financial transactions that deduct employee contributions, facilitate funding of health savings accounts, deposits to various savings programs, on-line benefits enrollment and employee transactions, as well as all required reporting. Experience in the review of the financial trend data and actuarial reporting to support current and future funding needs of benefits programs is required. The ideal candidate would have a well rounded background in various aspects of Human Resource Management as a team leader and member.

Minimum qualifications include a Bachelors Degree in Business, Public Administration, Human Resource Management or a related field and four years experience managing staff and benefit programs. An equivalent combination of education and experience may be substituted. Preferred qualifications would include professional certifications in Human Resource, Compensation, Benefits or Public Accounting and work experience at the management level in local government. Must successfully complete required pre-employment screens which include criminal background check and credit history review.

To apply go to www.arlingtontx.gov, Career Opportunities. Arlington offers an excellent work environment, competitive benefits, 401K with match, pension and a starting salary of \$5,936 - \$7,420 per month, depending on qualifications.

The City of Arlington is an Equal Opportunity Employer.
This position will close on January 8, 2012.